

# Quotation Request //

## US Government Printing Office

Atlanta Regional Printing Procurement Office  
1888 Emery St., Suite 110  
Atlanta GA 30318-2566

**JACKET:524-335**

### Quotations are Due By:

(Eastern Time) 11:00 AM on 02/26/2009

Submit Fax Quotes to: (404) 605-9185

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

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**TITLE:** DAY USE ENVELOPE WITH PUNCHOUTS

**QUANTITY:** 280400 Total of 2 Different Items (Custom Envelopes) + 2 UNNUMBERED SAMPLES of Each Item:

**ATTACHMENT(S) NOTICE:** The specifications for subject order include attachment(s) that are an integral part of the specifications. All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) "OR" [glbrower@gpo.gov](mailto:glbrower@gpo.gov) with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address. Attachment(s) is/are an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

Item 1 (Day Use Envelope w/ Detachable Hang Tag) - Neon Orange) - 187,500 copies.

Item 2 (Day Use Envelope w/ Detachable Hang Tag - Neon Pink) - 92,900 copies.

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**TRIM SIZE:** Items 1 & 2: 6.5 x 3" Finished.

See attachment #1, pages 1 & 2.

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**PAGES:** Face and Back (Prior to Construction).

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**SCHEDULE:**

Furnished Material will be available for pickup by 02/27/2009

Ship complete by 04/09/2009

F.O.B. destination

See attached Distribution List for quantities of each item to multiple addresses.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**DESCRIPTION:**

Specifications apply equally to each item unless otherwise indicated.

**PRINTING REQUIREMENTS (BOTH ITEMS):** Envelopes print type, rule, and line art (containing screens) in black ink on face and back before construction.

NOTE: Items 1 & 2 (Day Use Envelopes) print common face image and common back image - only the stock color changes.

CONSTRUCTION REQUIREMENTS: ITEMS 1 & 2 (Day Use Envelopes with Detachable Hang Tags): Open side, side seams with a 1-1/16" water-soluble gummed flap. Body of the envelope has a 5-5/8 x 2-5/8" extension that extends from and is perforated at the open edge of envelope body. Envelope extension requires one die-cut round hang tag hole (7/8" diameter), centered on the 2-5/8" dimension, center of hole to be 1" from right edge of envelope extension. Perforate diagonally from the left edge of the hang tag hole to the perforation at the flap fold. In addition, envelope extension requires seven 1/2" squares to be perforated around each day of the week. Once constructed, drill 1 round hole (1/4" in diameter) through the envelope body and extension, center of hole to be located 3" from right edge of envelope body and 1-1/2" from flap fold.

BOTH ITEMS: All die-cuts must be clean edge. All perforations must be micro-perfs.

NOTE: BOTH ITEMS WILL BE EXPOSED TO ALL OUTSIDE ELEMENTS (COLD, MOISTURE, HUMIDITY, ETC) - CONTRACTOR MUST APPLY A DOUBLE DOSE OF GLUE TO INSURE THAT ENVELOPES REMAIN SEALED IN COLLECTION BOXES.

NUMBERING REQUIREMENTS: ITEMS 1 & 2 (Day Use Envelopes with Detachable Hang Tags): Consecutively number each item beginning with 000001 and ending with 187500 (Item 1) and 092900 (Item 2). Number each envelope in TWO places (one place on face and one place on back) in BLACK ink, parallel to the 3" dimension, using 1/4" high characters. NO DUPLICATE NUMBERS. MISSING NUMBERS ARE ACCEPTABLE!!! THERE IS NO REQUIREMENT TO LIST MISSING NUMBERS.

See Attachment #1, pages 1 & 2 for visual of construction and numbering requirements for each (unique) item.

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**MATERIAL FURNISHED:** Contractor to pickup at GPO. - ONE CD-Rom - see "ELECTRONIC MEDIA".

- One b/w 11 x 17" laser for Items 1/2 to be used as construction guides.
- Attachments.

PLATFORM: Unknown.

ELECTRONIC MEDIA: 1 CD marked for "vendor".

SOFTWARE: Page layout furnished via one PageMaker file. DO NOT PRINT template for diecut, folds, perfs & etc.

- Some images are stored.
- File(s) may contain some low res images.
- Contractor must have the ability to edit PDF files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

COLOR(s) Identified as: CMYK & RGB. Contractor to convert all colors to BLACK.

FONTS: All fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

OUT-PUT: 150 line screen for all CMYK, spot color screens & halftones, 1200+ DPI for the remainder.

**ADDITIONAL INFORMATION:**

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE OR MODIFY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Item 1: JCP Code\* D10, Neon Orange Writing, Basis Size 17 X 22" Basis Weight 24#

Item 2: JCP Code\* D10, Neon Pink Writing, Basis Size 17 X 22" Basis Weight 24#

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil

Black. NOTE: Numbering for Items 1 & 2 print in Black.

**PRINT PAGE:** Head to Head

**MARGINS:**

Follow disk output - adequate gripper. See attachment #1, pages 1 & 2.

**PROOFS:** (\*) SEE BELOW proofs will be withheld not more than 2 days.

Government to receive in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

Deliver the following proofs to the department on or before MARCH 11, 2009. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. Contractor must return all furnished materials with proofs. Contractor furnished proof approval letters will not be recognized for proof

approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

(\*) PAPER STOCK SAMPLE FOR EACH ITEM

(\*) CONTENT/CONSTRUCTION PROOF (ITEMS 1/2): One complete digital CONTENT CONSTRUCTION proof for each item, created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product. NOTE: Proofs MUST clearly show all die-cut, perforations, and numbering positions.

Proofs will be withheld not more than 2 workday(s) from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print".

NOTE: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

CONTRACTOR "MUST" FURNISH WITH THE PROOFS AN ADDRESSED/PRE-PAID RETURN SHIP LABEL.

**BINDING:**

See "DESCRIPTION".

**PACKING:**

Box each item separately and in units of 1,000. Pack suitable per shipping container.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**DISTRIBUTION:** See Attached Distribution List

Deliver PROOFS + 2 UNNUMBERED SAMPLES of EACH ITEM and all furnished material (including digital deliverables) to: US Forest Service, ATTN: Wendi Weaver - Public Affairs (404-347-7237), 1720 Peachtree Road NW, Suite 750, Atlanta, GA 30309.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

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Product Quality Levels:

(a) Printing (page related) Attributes -- Level 3

- (b) Finishing (item related) Attributes - Level 3
- Inspection Levels (from ANSI/ASQC Z1.4):
- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute-----Specified Standard---Alternate Standard\*

P-7. Type Quality and Uniformity-----OK'd PROOF-----FILE SETUP

\*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

Attachment(s): 1. is/part of this specification